

ELIGIBILITY HOURS FOR IRREGULAR SCHEDULE EMPLOYEES

IRREGULAR SCHEDULE EMPLOYEES	REQUIRED HOURS FOR IRREGULAR SCHEDULED EMPLOYEES	EXCESS HOURS ACCRUED FOR IRREGULAR EMPLOYEES	HOLIDAY FOR IRREGULAR SCHEDULE EMPLOYEES	HOURS OF WORK REQUIRED TO QUALIFY PAY PERIOD TOWARD SL, VAC AND SERVICE CREDIT ACCRUAL		HOURS OF MONTHLY SICK LEAVE AND HOLIDAY CREDIT PER GROUP*		EXCESS HOURS USED FOR IRREGULAR SCHEDULE EMPLOYEES
<p>Regular schedule employee is scheduled to work shifts other than Monday through Friday, primarily. This applies to part-time employees who do not work their time base hours each day Monday through Friday.</p> <p>Example: a 4/5ths time employee works 8 hours each day Monday through Thursday, instead of 6.4 hours Monday through Friday.</p> <p>If time base is 4/5, employee works 6.4 hrs per day, formula is: (8/5x4)=6.4</p> <p>Formula to determine hours per day based on reduced time base.</p>	In order for an irregular schedule employee to receive a full check, the employee must be paid the required number of hours for either a 21 or 22 day pay period	The hours worked over and above the required for the pay period are referred to as work excess hours.	<u>Holidays on Scheduled Day Off</u>	Time Base		Time Base	SL/HOL	An irregular schedule employee who works less than the required hours for a pay period will use excess (TE) to make a full pay period.
				1/5	17.6	1/5	1.6	
				2/5	25.2	2/5	3/2	
				3/5	52.8	3/5	4.8	
				4/5	70.4	4/5	6.4	
				1/8	11.0	1/8	1.0	
				1/4	22.0	1/4	2.0	
				3/8	33.0	3/8	3.0	
				1/2	44.0	1/2	4.0	
				5/8	55.0	5/8	5.0	
				3/4	66.0	3/4	6.0	
				7/8	77.0	7/8	7.0	
				1/10	8.8	1/10	0.8	
				3/10	26.4	3/10	2.4	
				7/10	61.6	7/10	5.6	
				9/10	79.2	9/10	7.2	
	19/20		83.6	19/20	7.6			
	<u>Holidays on Scheduled Day to Work</u>							
	When a holiday falls on an employee's scheduled day to work the employee is paid for the holiday at the appropriate time base.							
	These holiday hours are included when adding hours to determine hours worked during the month.							
	<u>Required Hours to Work:</u>							
	1/5		33.6	35.2				
	2/5		67.2	17.4				
	3/5		100.8	105.6				
	4/5		134.4	140.8				
	1/8		21.0	22.0				
	1/2		42.0	44.0				
3/8	63.0	66.0						
1/2	84.0	88.0						
5/8	105.0	110.0						
3/4	126.0	132.0						
7/9	147.0	154.0						
1/10	16.8	17.6						
3/10	50.4	52.8						
7/10	117.6	123.2						
9/10	155.2	158.4						
19/20	167.2	167.2						

*Based on 8 hour accrual rate for permanent full-time employees.